

Food Vendor Information

The number of food vendors permitted is limited. Please submit the following items with your application:

- Full menu with prices
- Photo of booth and site plan (drawing of your set-up)
- Copy of Certificate of Insurance – MANDATORY
- Montgomery County Health Permit (copy)
- Type of booth
- Generator
- Tent
- Yes
- Trailer
- No
- Truck

All Vendors

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. Request must be made prior to the start of the program. Please indicate what accommodations are necessary:

I certify that I have read and fully understand the Celebrate Gaithersburg Fact Sheet and that the information contained in this application is true, and I will personally be responsible for ensuring that the space plan for Celebrate Gaithersburg Day will be carried out in conformance with this application. I further understand that I must have a Maryland State Tax ID# in order to participate, and if applicable, a Montgomery County Health Permit.

I certify that I have read, or have been given the opportunity to read, and fully understand R-73-05 (sent upon request), any amendments thereto, the Festival Rules and Regulations (Fact Sheet), this Agreement, and any other applicable law or resolution that is in effect as of the date of Celebrate Gaithersburg in Olde Towne 2007.

Participation in Celebrate Gaithersburg Day by groups or organizations other than City of Gaithersburg officials, departments or committees does not constitute City of Gaithersburg endorsement.

Signature_____Date_____

Mail application and fees to:

Celebrate Gaithersburg
506 S. Frederick Avenue
Gaithersburg, MD 20877

Or you may register in person at the above address. All applications will be reviewed and vendors will be notified if accepted. Vendors who are not selected will receive a refund.

Make checks payable to “City of Gaithersburg.”

Resident Nonresident (add \$20) Late fee (add \$20) Type of Vendor_____

Amount paid \$_____Cash\$_____Check \$_____Circle one: VISA/MC #_____Exp. (Month/Year)_____

Print Name_____Signature_____

City of Gaithersburg
Department of Parks, Recreation & Culture
506 S. Frederick Ave.
Gaithersburg, MD 20877

Stamp
area



Celebrate
Gaithersburg
in Olde Towne

Sunday, Sept. 16, 2007
Noon-5 pm

Summit & Diamond Avenues
in the Heart of Gaithersburg’s
Historic Business District

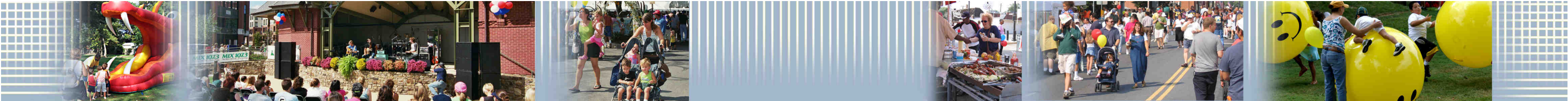
Vendor Application

Activities scheduled to date include:

- Taste of Gaithersburg
- Naturalization Ceremony
- Gaithersburg Distinguished Citizen and Outstanding Organization Awards
- 4 Stages of Live Entertainment
- City World Market Celebrating Diversity
- Activities & Amusements for the Entire Family



301-258-6350 ■ www.gaithersburgmd.gov/celebrate



Celebrate Gaithersburg

Fact Sheet

Set-Up

Your arrival time will be noted on your parking pass. Set-up will be between 7:30 – 10 a.m. **(Please note: Passes and directions will be mailed in September. Vendors will enter the festival at Fulks Corner Ave.)** The streets will be closed to all traffic at approximately 10 a.m. Please plan enough time for set-up. **You must unload, and move your car to the assigned parking area, before starting set-up.**

Exhibitor Spaces

All spaces are 10’ x 10’.
All participants must provide and are responsible for their own equipment and must stay within their assigned space.
Booths must be dismantled promptly at 5 p.m. but not before.

Festival Regulations

The festival staff reserves the right to have exhibitors remove unacceptable items, or relocate, or dismiss any participant. The staff has the right to ask vendors to remove any objects they deem objectionable or inappropriate. No alcoholic beverages, pets (except guide dogs), skateboards, roller blades, bicycles, or weapons are permitted within the festival.

Important Tax Information

The State of Maryland requires any person selling used items as a business or selling new products to charge 5% sales tax and have a Maryland Tax number. Vendors’ names will be submitted to the Maryland State Comptroller’s Office. If you do not have a Maryland Tax number, call the Maryland Sales Tax division at 410-767-1300 or apply online at www.marylandtaxes.com.

Food

No food items or drinks may be sold by any vendor except for **food vendors pre-authorized by the Health Department**. There are no exceptions! Food vendors should contact the Montgomery County Health

Department at 240-777-3986. Food items also include bottled water, soft drinks, popcorn, lollipops, etc.

Photos

Photographs submitted may be used by the City of Gaithersburg to promote the festival. Also, please note that photographs taken during the event may be used in future promotional materials.

Vehicles

Only one vehicle will receive a pass to park within the festival area. All other vehicles must find alternate parking. Garage parking is available. Please call 301-258-6350 with any questions concerning passes.

At the end of the festival, vendor vehicles will not be allowed to re-enter the festival area until police give the all-clear announcement over the loudspeaker.

Electricity/Water

There will be **no electricity or water available unless previous arrangements have been made with the Vendor Coordinator**. Vendors providing their own generators are required to barricade them for safety.

Tables

It is mandatory that you bring your own tables and chairs unless previous arrangements have been made with the Vendor Coordinator.

Refunds/Rain Policy

There will be **NO** refunds! **This is considered a RAIN or SHINE event**. You are responsible for covering your merchandise in case of rain. If the City cancels the event, a refund will be granted.

Celebrate Gaithersburg

Application

Please complete application - (Please print or type)

Applicant’s Name _____

Business Name _____

Address _____

Work Phone _____ Home Phone _____

Cell Phone _____ Fax _____

Email (MANDATORY) _____

Maryland Tax # _____

☐ City of Gaithersburg Resident ☐ Nonresident

Please check a vendor type below and complete the appropriate information on the reverse side of this form. **Incomplete applications will be returned and NOT processed.** Resident fees apply to those businesses or persons who live within the incorporated city limits of Gaithersburg.

Vendor Type	Fee
<input type="checkbox"/> Arts and Crafts <i>(Items must be made by vendor)</i>	\$45
<input type="checkbox"/> Commercial Crafter <i>(Items are handmade by someone other than the vendor)</i>	\$75
<input type="checkbox"/> Food Vendor <i>(Include menu and picture of display)</i>	\$160
<input type="checkbox"/> Political Candidate	\$30
<input type="checkbox"/> Nonprofit Organization	\$30
<input type="checkbox"/> Children’s Health and Fitness <i>(You must provide an interactive display or activity)</i>	\$45
<input type="checkbox"/> Mind and Body <i>(Facials, massages, etc.)</i>	\$45
<input type="checkbox"/> Home and Garden <i>(Plants, “How-to” seminars, etc.)</i>	\$45
<input type="checkbox"/> *City World Market <i>(Items celebrating diversity)</i>	\$45
* <input type="checkbox"/> Check here if making or selling international items and interested in free new business development training. If so, application must be submitted by June 1, 2007.	

Nonresidents add \$20

Application deadline is Thursday, July 12, 2007; after July 12, an additional \$20 late fee applies.

Arts and Crafts and Commercial Crafter Information

■ No electricity or tables are provided. ■ Please include photographs of your items. ■ Describe all items you wish to sell. Be specific. _____

Application continues →→